

2021-22 Retention, Tenure and Promotion Cycle

Checklist for Candidates Eligible or Applying for Promotion:

- By **October 1**, notify dean in writing, with a copy to the department head/chair, whether or not you wish to be considered for promotion. (MOU 14.3)
- It is the responsibility of the candidate to present clear evidence of their qualifications for promotion.
- Review the **University Faculty Personnel Policies (8-2021)** and college (plus departmental, if any) statements of personnel criteria and procedures available at <https://academic-personnel.calpoly.edu/content/policies/criteria>.
- By **November 1**, review the “Electronic Personnel Action File (ePAF)” and “Student Evaluation Reports” sections within your Interfolio case to ensure that they are accurate. If candidates discover any inaccuracies, please contact your dean’s office immediately.
- By **November 1**, submit your Interfolio Working Personnel Action File (see page two of this checklist for the Guidelines for Working Personnel Action Files). (MOU 15.8 and 15.12)
- By **December 3**, receive evaluation and recommendation from peer review committee. Within ten calendar days from receipt of recommendation, candidates may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation. (MOU 15.5)
- By **January 14**, receive evaluation and recommendation from (tenured) department head/chair. Within ten calendar days from receipt of recommendation, candidates may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation. A copy of any written statement provided by the candidate shall also be sent to the peer review committee. (MOU 15.5)
- By **February 18**, receive written recommendation from college/library peer review committee whether promotion is recommended. Within ten calendar days from receipt of recommendation candidates may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation. A copy of any written statement provided by the candidate shall also be sent to the peer review committee and the department head/chair. (MOU 15.5)
- By **March 18**, receive written recommendation from dean. Within ten calendar days from receipt of recommendation candidates may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation. A copy of any written statement provided by the candidate shall also be sent to the peer review committee and the department head/chair. (MOU 15.5)
- By **June 1**, provost announces promotion decisions.

Guidelines for Working Personnel Action File

This worksheet is intended to assist you in preparing your Working Personnel Action File (WPAF). Some colleges may provide a specific format which should then be utilized.

Please keep in mind that the supporting materials that you submit should be thorough but not extraneous while ensuring that your application is well documented. Be concise and include materials appropriate to the period in rank (promotion candidates) or the period of your probationary tenure-track appointment at Cal Poly.

I. BACKGROUND

- ◆ EDUCATION
- ◆ CERTIFICATION OR LICENSING
- ◆ ACADEMIC EXPERIENCE
- ◆ RELATED PROFESSIONAL EXPERIENCE

II. TEACHING RELATED ACTIVITIES

- ◆ STATEMENT OF TEACHING PHILOSOPHY AND APPROACH (*essay describing the role you have established for yourself in teaching and guiding students in the learning process, and promoting student success*)
- ◆ SUMMARY OF STUDENT EVALUATIONS DURING PERIOD OF REVIEW
- ◆ COURSES AND LABORATORIES TAUGHT
- ◆ NEW COURSE PREPARATION
- ◆ MAJOR REVISIONS AND INNOVATIONS IN EXISTING COURSES
- ◆ CURRICULUM DEVELOPMENT
- ◆ SENIOR PROJECTS OR STUDENT RESEARCH SUPERVISED
- ◆ STUDENT ADVISING
- ◆ CURRENT INSTRUCTION RELATED PROJECTS
- ◆ OTHER

III. PROFESSIONAL GROWTH AND SCHOLARLY ACTIVITIES

- ◆ PROFESSIONAL DEVELOPMENT PLAN
 - Probationary faculty should emphasize short and long range goals to be considered for tenure.
 - Tenure and promotion candidates should emphasize how they intend to continue making valuable contributions to the University, its instructional programs, and to the academic community
- ◆ SCHOLARLY ACTIVITIES COMPLETED (*Scholarly work can take many forms and the following are examples of such pursuits. Specify scholarly work that is refereed, jury reviewed, or subject to other external validation. For collaborative projects and publications, describe your specific role in the accomplishment.*)

Journal Article	Chapter(s) in a book	Consulting
Professional publication	Technical report	Collaborations (public and private sector)
Creative/Artistic	Published book review	Editorships
Book	Patents	Invited and competitively accepted
Textbook and/or software	Commissions	

◆ PARTICIPATION IN PROFESSIONAL ASSOCIATIONS AND ORGANIZATIONS

- Leadership position, officer
- Article in non-peer-reviewed conference proceeding
- Speaker at professional conference
- Panel member at professional conference
- Poster presentation at professional conference
- Guest lecturer or speaker in regional/local venue
- Participation in workshops, conferences, or professional meetings

◆ GRANTS AND CONTRACTS (*for collaborative projects, describe your specific role in the accomplishment*)

- Receipt of competitive grants
- Funded grants and/or contracts
- Submitted and pending approval
- Submitted and not approved

◆ CURRENT PROJECTS AND ACTIVITIES

- Manuscripts in preparation
- Grant proposals in preparation
- Learning and pedagogical research
- Discipline based research

◆ FELLOWSHIPS

◆ HONORS

IV. SERVICE

- ◆ DEPARTMENT, COLLEGE, UNIVERSITY, CSU
- ◆ COMMUNITY (activities related to professional expertise)